



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
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"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-X5E-0323
Demo/Alternative Merit
Promotion

Position Title/Series/Grade:
Utility Systems Repairer Operator
WG-4742-10

Promotion Potential: WG-10

Employment Type: Full-time - Permanent

Grade and Salary Range:
WG-10 \$21.24 - \$24.82 Per Hour

Location of Position:

Facilities Services
Plant Maintenance Branch
Boiler Plant Team
Beltsville, MD

Who Can Apply (You **must** include a statement in your application that you are a U.S. citizen to be considered for this position): All U.S. Citizens

Opening Date: August 29, 2005

Closing Date: Open Until Filled (First cut-off date will be September 23rd with subsequent cut-off dates every three weeks)

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Susan Mooring
(301) 504-1360

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:

USDA, Agricultural Research Service
Human Resources Division
Attn: Susan Mooring
5601 Sunnyside Avenue, Stop 5104
Beltsville, MD 20705-5104

Fax: (301) 504-1535

E-mail: scirecruit@ars.usda.gov

Applications must be received, e-mailed or faxed by the cut-off date of the announcement, to be considered within that cut-off period. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

For information about the organization and location, visit the location's website at [www;ba.ars.usda.gov](http://www.ba.ars.usda.gov).

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

Applications must be received, e-mailed or faxed by the cut-off date of the announcement, to be considered within that cut-off period.

Major Duties:

You will inspect boilers, auxiliary equipment and steam lines for operation and preventive maintenance purposes. Your duties will also include inspecting and adjusting equipment controls as indicated, lubricating, overhauling and repairing as necessary. You will check meters, gauges, pressure relief valves, and other instruments; fire-up boilers and take boilers off-line according to system demand. You will maintain, service and repair approximately 50 remotely located smaller steam and hot water boilers and 40 warm air heating units. This will include all service work, cleaning and yearly inspection to each unit; and all emergency repairs and service through the year. Will also be responsible for installing, rewiring and repairing small boilers and their components. When necessary, you will be required to remove and install complete boilers and all associated equipment. These may include boilers of the case iron sectional type or assemble steel units. You will maintain a list of material used and material needed for submission to supervisor.

Your responsibilities will also include instructing or training operators and/or lower graded workers in specific methods of operation, repair and maintenance. You may also be required to serve as Roving Patrol Mechanic during the night and weekend shifts, providing maintenance and repair service to heating and utility equipment at various locations in a widely dispersed area.

Nights-Sundays-Holidays: You will check the operation of boilers and auxiliary equipment at the central heating plant which consists of approximately 50 smaller boilers, and 40 hot air furnaces. You will serve as the first line of response to alarms received from critical equipment monitored and emergency calls for service at the facility. Will respond to emergency service calls, determining the problem and taking appropriate action to correct. You will make periodic checks of refrigeration and air conditioning equipment and troubleshoots in case of a malfunction. Maintains daily shift records of temperature readings, feed water temperature, boiler pressure, feed water used, make-up water used, amount of condensate returned to the plant, and fuel inventory, i.e., amount received at the plant and amount used per boiler.

Working Conditions and Other Considerations:

You will be exposed to the hazards of boiler bursts, steam blow-back, toxic pipes, scalding water, dropped objects, falls from high places, and explosion from oil or gas that has not ignited.

You must possess or be able to obtain a valid Second Grade Maryland Stationary Engineer's License.

Do you possess a valid Second Grade Maryland Stationary Engineer's License?

Yes _____ No _____

You must possess and maintain a valid State motor vehicle operator's license in order to operate a Government-owned vehicle.

Do you possess a valid State motor vehicle operator's license?

Yes _____ No _____

You will be subject to call-back duty, possible shift work, non-scheduled work hours, etc., in the event of emergency situations or required coverage for plant operations.

Please note that this is an essential/emergency position, and you will be required to report for duty during emergencies, critical periods, or during times when the Government is closed due to inclement weather or budget cut-off.

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

Applicants must have experience and/or training of sufficient scope and quality to perform the duties required. Applicants will be rated in accordance with their knowledge and skill in the job elements listed below.

1. Ability to do the work of the Utility Systems Repairer Operator without more than normal supervision (SCREEN-OUT ELEMENT)
2. Knowledge of equipment assembly, installation, repair, etc.
3. Technical practices (theoretical, precise, artistic).
4. Use of measuring instruments.
5. Ability to interpret instructions, specifications, etc. (includes blueprint reading).
6. Ability to use and maintain tools and equipment.
7. Knowledge of materials.

If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, dates completed, and grades received. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If your qualifications are based in any part on education and you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.

Additional Requirements:

You will be subjected to frequent standing, walking and climbing while checking the equipment. You will occasionally work in awkward and cramped positions when making repairs. Will use considerable exertion in climbing and handling heavy equipment weighing up to 80 lbs.

PHYSICAL EXAMINATION IS REQUIRED FOR ALL EMPLOYEES NEW TO THE FEDERAL GOVERNMENT

SUPPLEMENTAL QUESTIONNAIRE: Applicants will be required to complete a supplemental questionnaire. The questionnaire IS ATTACHED. Applicants who fail to complete and return the questionnaire will NOT receive further consideration for the position.

NAME _____

**SUPPLEMENTAL QUESTIONNAIRE FOR APPLICANTS
UTILITY SYSTEMS REPAIRER OPERATOR, WG-4742-10
ANNOUNCEMENT ARS-X5E-323**

1. Ability to do the work of the Utility Systems Repairer Operator without more than normal supervision. (Screen-out Element)

1a. Describe experiences you have had that show your ability to work as a Utility Systems Repairer Operator, on the basis of your own judgment.

1b. Give examples of the kinds of instructions you receive from your supervisor.

2. Knowledge of equipment assembly, installation and repair, etc.

2a. Describe the level of your familiarity and ability to install, repair, and troubleshoot components and systems of:

Boiler Plant Operation (operating both high-pressure and low-pressure boilers):

Boiler Plant Maintenance and Repair:

Pumps:

Electrical Motors and Generators:

General Mechanical Maintenance:

Refrigeration:

HVAC:

2b. Indicate other experiences in assembly, installation and repair which would be indicative of your skill and aptitude to perform the specific requirements of the position.

3. Technical practices (theoretical, precise, artistic)

3a. Tell how you gained and used this knowledge from the practical side (as in installing, operating, adjusting, repairing, fabricating, inspecting, etc.)

3b. Tell how you gained your knowledge of shop practices, using correct materials, handling different maintenance situations, and “tricks of the trade”.

3c. Tell about work you have done that required inventing new methods to do tasks that cannot be done in regular ways.

4. Use of measuring instruments.

4a. What mechanical and electrical measuring instruments have you used?

4b. What test instruments have you used?

4c. For each measuring instruments and testing instrument you have used, give examples of what you used it for and tolerance to which you had to test or measure.

4d. Describe any experience you have had in which you taught others how to use testing or measuring instruments.

5. Ability to interpret instructions, specifications, etc. (includes blueprint reading)

5a. Give examples of instances where you used and interpreted manufacturer's handbooks, technical manuals and/or blueprints to solve boiler plant operating, assembly, installation, or repair problems.

5b. Give examples of instances where you used and interpreted manufacturers handbooks, technical manuals or blueprints to solve a problem in electrical, HVAC, refrigeration, or plumbing systems or equipment.

6. Ability to use and maintain tools and equipment.

6a. List the tools and equipment that can use and tell where you have used them. Give examples of the more difficult work you have done with hand and power tools.

6b. To what extent have you adjusted, repaired and maintained tools and equipment.

6c. Tell about any jobs where you have instructed others in the use of tools and equipment.

7. Knowledge of materials.

7a. List the kinds of materials which you have experience in using, and describe the jobs on which you used.

7b. Give examples to show how you select materials for jobs according to purpose, trade standards, etc.

7c. How do you determine working properties, durability and other characteristics of materials?

I certify that the above statements made in this form are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature _____

Date _____

Other Important Information

Benefits Package:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:

Reasonable accommodation may be provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit the following web site for additional information:
<http://www.opm.gov/employ/veterans/html/vetguide.asp>)
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month & year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading

“Other Education” for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, “Category”.)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under “Other Important Information” below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.